

School Facility Program (SFP) Application Submittal Requirements

Effective June 2002

The following items are necessary for a SFP application package to be deemed complete by the Office of Public School Construction (OPSC):

NEW CONSTRUCTION

Eligibility Determination Request

- Completed Forms: "Enrollment Certification/Projection", SAB 50-01 (Rev. 07/01); "Existing School Building Capacity", SAB 50-02 (Rev. 07/01); "Eligibility Determination", SAB 50-03 (Rev. 07/01).
- If applicable, a copy of the study supporting the District's yield factor, when higher than the statewide average student yield factor.
- If requesting dwelling units, a letter certifying the maps are on file at the district office.
- Completed site diagrams and a summary of each school site in the district that details the gross classroom inventory and an explanation for any classroom excluded pursuant to Regulation Section 1859.32. The "OPSC Site Analysis Worksheet for New Construction (7/00)" may be used in place of this summary to meet this requirement. In addition, a district facility summary that supports the information contained on Form SAB 50-02 (Rev. 01/01) must be included.

Funding Request

- Completed Form: "Application for Funding", SAB 50-04 (Rev. 09/01).
- Complete set of "Final Division of State Architect" (DSA) approved plans and specifications. All Plans and specifications submitted on hardcopy or AutoCAD 14 must include a legend and an index corresponding to the plan sheets.
- Local entities' mandates for off-site development work and a complete set of locally approved final off-site plans.
- Cost Estimate for site development which reflects 100 percent of the proposed work outlined in Regulation Section 1859.76. Districts are encouraged to use the Site Development Worksheet for Additional Grants.
- Appraisal of property to be acquired that is less than six months old and an escrow statement which indicates the agreed upon purchase price of the property unless the district certifies the site is being secured through condemnation proceedings. In the case of condemnation, the final court order shall be utilized in lieu of the appraisal.
- Approval of site and plans from the California Department of Education (CDE).

MODERNIZATION

Eligibility Determination Request

- Completed Form: "Eligibility Determination", SAB 50-03 (Rev. 07/01).
- A site diagram or fire drill map of the applicable school. The diagram/map must show the ages* and number of all classrooms in accordance with the Gross Classroom Inventory, Regulation Section 1859.31. If Option B square footage choice is selected, the diagram/map must show the ages* and approximate dimensions or square footage of all buildings on the site.

Funding Request

- Completed Form: "Application for Funding, SAB 50-04" (Rev. 09/01).
- Final DSA approved plans and specifications. All Plans and specifications submitted on hardcopy or AutoCAD 14 must include a legend and an index corresponding to the plan sheets.
- Construction Cost Estimate signed by the architect or design professional. Districts are encouraged to use the Site Development Worksheet for Additional Grants.
- CDE Approval of plans.

* The *starting date* to determine the age of a classroom is the date the plans were approved by DSA plus 18 months.